



**UNITED STATES DEPARTMENT OF COMMERCE**  
**National Oceanic and Atmospheric Administration**  
NATIONAL MARINE FISHERIES SERVICE

Southwest Region  
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MEMORANDUM FOR: Supervisors in the Southwest Region and Center

FROM:

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*William W. Fox, Jr.*  
forward

Rodney R. McInnis  
Regional Administrator

*Rodney R. McInnis*

SUBJECT: Guidelines for Interview Questions

To provide supervisors with information concerning questions that are appropriate and those that are unacceptable when interviewing job applicants, the Southwest Equal Employment Opportunity Advisory Committee (SW EEOAC) developed guidelines. During the development of the guidelines, members of the SW EEOAC consulted available literature and Human Resources staff within the Southwest Region and the Workforce Management Office in Seattle in order to capture the broadest possible range of issues. In addition, the SW EEOAC tapped into the experience of various supervisors from the Regional Office, Science Center, and field locations for their review and comment of the draft. These efforts resulted in the completion of the attached *Guidelines for Interview Questions*.

The EEOAC did an excellent job with this project and their work is greatly appreciated. Please retain and use the guidelines as a reference when conducting interviews.

